



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Approving Job Specification and Salary Range for the Position of Utility Equipment Specialist (Electric Utility).

MEETING DATE: Wednesday, November 21, 2001

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: Adopt Resolution Approving Job Specification and Salary Range for the Position of Utility Equipment Specialist (Electric Utility)

BACKGROUND INFORMATION:

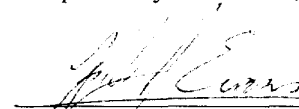
The Equipment Specialist presented here represents a new class specification with a new salary range. Although funding was approved in the 99-00 Electric Utility's operating budget, the department has been evaluating how the position will be utilized before actually filling it. The Equipment Specialist will work on a crew operating cranes, aerial bucket trucks, line boom trucks, and other equipment associated with the installation and maintenance of electric transmission distribution and lighting infrastructure. This position will prepare materials and equipment to be installed on poles or electrical structures, but will not actually climb poles. If approved by City Council, this classification will be placed in the International Brotherhood of Electrical Workers – Electric Utility Unit.

It is recommended to approve the class specification attached (Exhibit A) with the following salary range:

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$3,666.00	\$3,849.30	\$4,041.76	\$4,243.85	\$4,456.04

FUNDING: Currently funded in FY 2001-2002 budget.

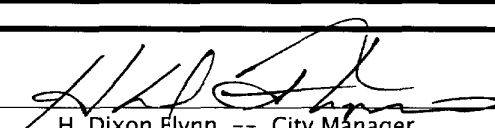
Respectfully submitted,


for Joanne M. Narloch, Human Resources Director

cc: City Attorney
Alan Vallow, Electric Utility Director

Prepared by Amy Flores, Management Analyst

APPROVED: _____


H. Dixon Flynn -- City Manager

CITY OF LODI

"DATE"

UTILITY EQUIPMENT SPECIALIST**DEFINITION**

Under direction, performs a variety of skilled functions associated with the operation and maintenance of motorized vehicles and equipment used in the installation and maintenance of electrical systems; assists line crews from the ground and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a skilled position that works on a crew operating cranes, aerial bucket trucks, line trucks, backhoes, and other equipment associated with the installation and maintenance of overhead and underground electrical transmission, distribution systems and lighting infrastructure. This position cannot accept a clearance, climb poles, or work out of a bucket. This position is subject to emergency callback for after hours work.

SUPERVISION EXERCISED AND RECEIVED

Receives direct supervision from the Electric Foreman/Forewoman. May receive supervision from a Journeyman Linemen/Linewomen as conditions require.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Operates line truck, aerial bucket truck, pole and anchor hole auger, backhoe, rough terrain crane, trencher and other electrical line construction and maintenance equipment;
- Sets up traffic control;
- Installs and removes poles; frames and bores arms; drills holes; hand digs pole holes;
- Operates equipment to raise and lower transformers from poles with energized lines in close proximity;
- Operates equipment to pull in overhead and underground wires and cables;
- Excavates and backfills trenches for underground cables; cuts concrete and asphalt pavement; builds and places forms for street light standards, and switch and transformer pads; mixes, pours and finishes concrete;
- Prepares material and equipment to be installed on poles or electrical structures;
- Attends hand lines, sending material and equipment up poles.

- Cleans, dismantles and makes routine repairs on deenergized electrical equipment;
- Maintains good housekeeping on the job, around the yard and on vehicles;
- Maintains adequate stock of electrical supplies and equipment on line truck; prepares and maintains stock and equipment lists, and records of materials and labor expended;
- Maintains material storage and meeting facilities;
- Assists Lineman/Linewoman in preparation for switching of underground and overhead circuits;
- Assists Lineman/Linewoman with GO 165 Inspections.

MINIMUM QUALIFICATIONS

Knowledge of:

- Switching of overhead and underground circuits;
- Operation, safety, inspection and maintenance of cranes, backhoes, line trucks and bucket trucks;
- Principles of operating and maintaining motorized equipment;
- Use and care of hand tools;
- Safe work practices in accordance with applicable sections of the State of California "Title 8. Industrial Relations";
- Safety regulations specific to underground and overhead circuits
- First aid and methods of applying resuscitation;
- Principles and procedures of record keeping;
- Applicable provisions of General Orders 95, 128, and 165;
- Construction standards, materials, and terms used in the Electric Utility Industry;
- Installing underground terminations.

Ability to:

- Learn the methods, tools and equipment used in installing and maintaining electrical systems;
- Prepare and maintain simple reports of activities;
- Understand and follow oral and written instructions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying; A typical combination is:

Education:

Equivalent to completion of high school, and formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance:

Experience:

Minimum of two (2) years as an Electric Utility groundman, including the operation and maintenance of light trucks, heavy trucks and equipment used in construction and maintenance of Electric Utility infrastructures.

LICENSES AND CERTIFICATES

- Possession of a valid Class A driver's license with current medical certificate issued by the California Department of Motor Vehicles;
- Possession of or ability to obtain Mobile Crane Operators Safety Certificate for a rough terrain crane within 30 days of employment.

RESOLUTION NO. 2001-273

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE JOB SPECIFICATION AND SALARY
RANGE FOR THE POSITION OF UTILITY
EQUIPMENT SPECIALIST

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NOW, THEREFORE, BE IT RESOLVED, that the Lodi City Council does hereby approve the job specification for the position of Utility Equipment Specialist, as shown on Exhibit A attached; and

BE IT FURTHER RESOLVED, that the salary range for Utility Equipment Specialist is hereby approved and shall be as follows:

Utility Equipment Specialist

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$3,666.00	\$3,849.30	\$4,041.76	\$4,243.85	\$4,456.04

Dated: November 21, 2001

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I hereby certify that Resolution No. 2001-273 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 21, 2001, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Howard, Land, Pennino and Mayor Nakanishi

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

EXHIBIT A

CITY OF LODI

"DATE"

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